## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

Page 1 of 1.

Agency Division/Unit CITY MANAGER'S OFFICE/Administration CITY OF ROCKVILLE Item No Description Retention RETAIN NON-PERMANENT CORRESPONDENCE AND SUBJECT FILES 1. FILES IN OFFICE FOR This series includes correspondence, FOUR YEARS THEN DESTROY. from city, county and state officials, ITEMS OF HISTORICAL private citizens, businesses, departmental memoranda and reports. VALUE SHOULD BE RETAINED PERMANENTLY.\* RETAIN COMPLAINTS, 2. SERVICE REQUEST SYSTEM FILES CORRESPONDENCE AND This series contains complaints, RESPONSE CARDS FOR THREE correspondence, response cards and YEARS AFTER THE the manual which explains the operation COMPLAINT HAS BEEN of the service request system. RESOLVED THEN DESTROY. RETAIN MANUAL UNTIL SUPERSEDED. PERMANENT\* F.Y.I REPORTS FYI (For Your Information) is a weekly newsletter that is prepared by the City Manager's Office and circulated to all directors. \* Periodically transfer to Maryland State Archives. Schedule Authorized by State Approved by Department, Agency, Archivist. or Division Representative, Date Date Signaturand C. Paperper Signature-Bruce Romer Type Name-City Manager Title

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY				
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 1 OF 3				
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT				
City of Rockville	City Manager's Office		Administration				
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES							
4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR							
Correspondence and Subject Fil	es		<u>1969</u> <b>το</b> <u>1993</u>	_			
This series includes correspon citizens, businesses, department	THE SERIES.  dence from city,	, county and sta	RPOSE OR FUNCTION OF TH	K SEPIES)			
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  □ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  B ALPHABETICAL  D NUMERICAL		9. VOLUME  D FILE DRAWER(S)  D MICROFILM REEL(S)  23.5 D COMPUTER TAPE(S)				
O BOUND BOOK O FLOPPY DISK	CHRONOLOGICAL		NUMBER STHER(SPEC	IFY)			
OTHER(SPECIFY)	© GEOGRAPHICAL  © OTHER(SPECIFY)		O.5 COMPUTER TO	R(S) REEL(S) APE(S)			
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER				
DAILY UWEEKLY	□ MONTHLY		MONTH(S) EYEAR(S)				
13. CURRENT LOCATION(S) (BLDGFLOCR.ROCM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  C YES @ NO					
15. ACCESS RESTRICTIONS TYPE TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  B NONE - STATE - FEDERAL - INDEPENDENT					
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  O YES & NO		18. RECOMMENDED RETENTION Retain non-permanent files in office for four years then destroy. Items of historical value should be retained permanently.					
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones	20. TELEPHONE	NUMBER	21. DATE				
Elections Clerk/Records Manager (301) 309-3314 March 4, 1993							

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 2 OF 3			
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT			
City of Rockville	City Manager's Office		Administration			
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS TELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE	AS TELL AS RETA	MITTON AND DISPOS	5. EARLIEST YEAR/LATEST YEAR			
			1989 TO 1993			
Service Request System Files						
This series contains complaint explains the operation of the	<del>-</del>	<del>-</del>	ds and the manual which			
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL		9. VOLUME    FILE DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)			
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION			
OTHER(SPECIFY)	OTHER(SPECIFY)		O FILE DRAWER(S)  O MICROFILM REEL(S)  RUMBER O COMPUTER TAPE(S)  O OTHER(SPECIFY)			
11. FILE IS USED  DAILY DEEKLY	- MONTHLY		S INACTIVE AFTER MONTH(S) U YEAR(S)			
City Manager's Office  111 Maryland Avenue, 3rd Floor  Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IP YES, SPECIFY AGENCY OR OFFICE)  1 YES 8 NO				
15. ACCESS RESTRICTIONS TYES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  B NONE C STATE C FEDERAL C INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN DRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO		18. RECOMMENDED RETENTION  Retain complaints, correspondence and response cards for three years after the complaint has been resolved then destroy. Retain manual until superseded.				
19. NAME AND TITLE OF PREPARER 20. TELEPHONE N Carolyn Barnett-Jones Elections Clerk/Records Manager (301) 309-3314			March 4, 1993			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR BEVISED RECORD SERVES FORMARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE _3 OF _3_			
1. DEPARTMENT/AGENCY	2. DIVISION	DIVISION 3. UNIT				
City of Rockville	City Manager's Office		Administration			
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR 1988 TO 1993				
F.Y.I. Reports  6. RECORD SERIES DESCRIPTION / BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND						
FYI (For Your Information) is a weekly newsletter that is prepared by the City Manager's Office and circulated to all directors.						
7. RECORD SERIES FORMAT(S)	PECODO CERTE		9. VOLUME			
ELETTER SIZE D MICROFILM	8. RECORD SERIES SEQUENCE		□ FILE DRAWER(S)			
LEGAL SIZE COMPUTER TAPE	ALPHARETICAL		D MICROFILM REEL(S)			
	U NUMERICAL		NUMBER D COMPUTER TAPE(S)  NUMBER D OTHER(SPECIFY)			
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		cubic feet			
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION			
OTHER(SPECIFY)	OTHER(SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)  RURBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)			
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER			
DAILY WEEKLY	□ MONTHLY	T .	MONTH(S) PEAR(S)			
City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OF OFFICE)  TYES B NO				
15. ACCESS RESTRICTIONS						
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  # YES D NO		18. RECOMMENDED RETENTION Retain permanently. Periodically transfer to Maryland State Archives.				
19. NAME AND TITLE OF PREPARER  Carolyn Barnett-Jones Elections Clerk/Records Manager (301) 309-3314			21. DATE  March 4, 1993			